

Banner Admin Pages Attach Deposit Backup Documentation in Xtender

Step 1 Complete Required Training

1. Complete “ECU Banner Finance Training for New Users,” this online training is required for all employees prior to requesting Banner Finance Security. [Register for online training.](#)
2. Complete Departmental Deposit Training, register in [Cornerstone.](#)
3. Complete the online [Xtender Training](#)

Step 2 Review current Banner security

1. [Log into ecuBIC](#) to view current Banner Finance security access. Next enter your PirateID using all upper case and click ‘View Report.’
2. [Log into ecuBIC](#) to view current Xtender security access. Next enter your PirateID using all upper case. Select PBAN from the Datasource dropdown and click ‘View Report.’

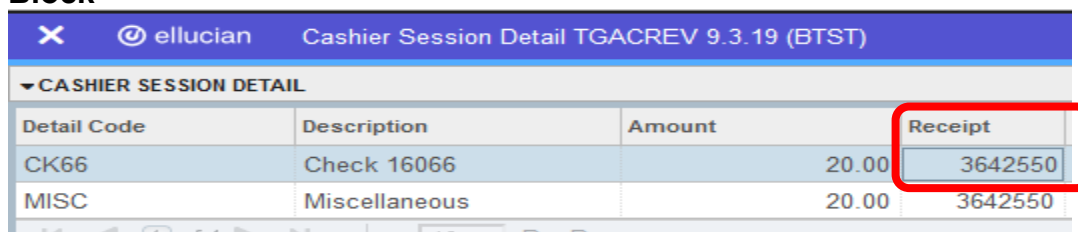
Step 3 Request Banner security and Xtender security

1. Submit a [Banner Finance Security Request for Departmental Deposit](#) access.
2. Submit a [Xtender Security Request for F-FS-DEPOSITS](#) access.

Step 4 Attach Deposit Backup Documentation in Xtender

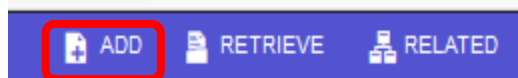
1. Log onto [Banner Admin Pages.](#)
2. Banner Admin Page TGACREV is used to Close the Banner Session. Stay on BAP TGACREV

- Place cursor in the Receipt Cell located in the **Cashier Session Detail Block**



Detail Code	Description	Amount	Receipt
CK66	Check 16066	20.00	3642550
MISC	Miscellaneous	20.00	3642550

- Click the  icon located in the tool bar



- Receipt Number and Document Type will be populated

NOTE: Document number (begins with K) will be created after the Cashier's Office approval and the nightly deposit process.

DOCUMENT NUMBER

RECEIPT NUMBER * 3642541

DOCUMENT TYPE * DEPOSIT

- Enter Session UserID (PirateID), Session Number, and select Department from the dropdown

RECEIPT NUMBER * 3642541

DOCUMENT TYPE * DEPOSIT

SESSION USERID

SESSION NUMBER

DEPARTMENT *

ACTIVITY DATE * Timestamp

CANCEL SAVE

- Click the Add Page  icon



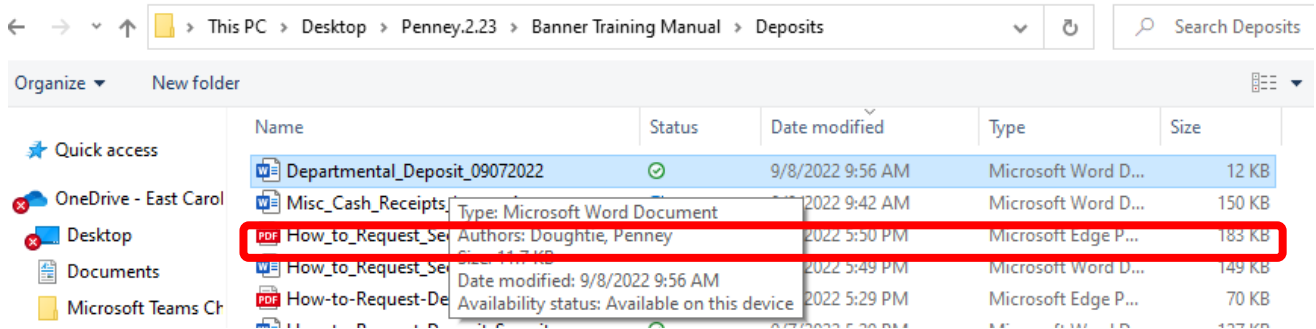
- Click Browse to select the departmental deposit scanned backup documentation

Add New Page ✕

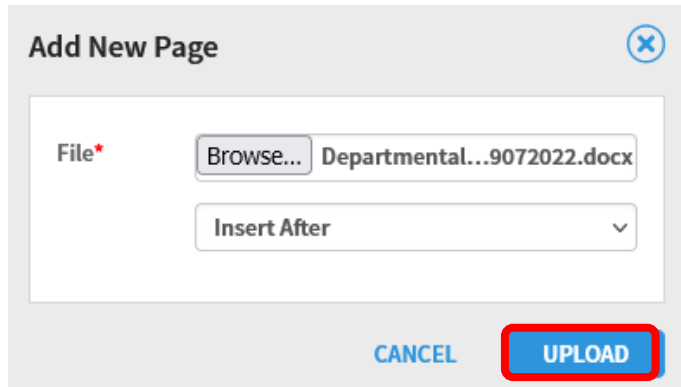
File* No files selected.

CANCEL UPLOAD

- Select the departmental deposit scanned backup documentation



- Click Open
- Click UPLOAD



- **Click SAVE** located on the right below document information
- Return to Banner by clicking the Application Navigation tab located in the address bar at the top of the browser

Helpful Tips

- Departmental Cashier's office email address is departmentalcashier@ecu.edu
- [Deposit Instructions Website](#)
- [Xtender Instructions Link](#)